

21 July 1964

(copy)

MEMORANDUM FOR: Chief, Logistics Services Division, OL

STAT
VIA:

Assistant to the Director

SUBJECT: Executive Furniture

1. To aid Miss Jaffe in the preparation of her report 30 days hence on standards for executive furniture, as well as the specific layouts for the offices of the DDCI, DDS&T, and DDI, some ideas are set forth below. They reflect our conversation and I suggest should be forwarded to her for such use as they may be. I am also including some ideas for the foyer to the USIB Conference Room, a piece of business which was left unfinished as a result of the somewhat early termination of our contract with Mr. Welch.

2. Suite of the DDCI

a. The carpeting to be the new approved carpet throughout the offices of the DDCI, his secretaries, and Mr. Knoche.

b. The chair and the desk of the Deputy Director to remain. Furniture and drapes to be altered as ISD deems advisable in terms of its plans.

c. The desks of the two secretaries in the office directly outside the DDCI's office to be identical--each with a return which will allow for a typewriter and a cabinet at the extreme end. We will need to specify to Barbara Jaffe the exact size and arrangement of the cabinet space at the end of the return of the desk of General Carter's personal secretary. While the other return will conform to the same outward appearance, it would not need to conform exactly on the inside.

d. A built-in cabinet above and to the right of the safes to hold supplies.

e. A waiting area in the office of the two secretaries to include sitting space for three people with coffee table, end tables, and lamps as ISD may propose.

f. In the receptionist's office two or three chairs for waiting visitors plus a secretarial desk with a proper return.

g. None of the secretarial desks have any special requirement over and above that normally required for secretaries except as mentioned in para c above.

h. In Mr. Knoche's office, aside from his desk with a return, there is need for built-in cabinet or shelving in the corner by the post plus two or three sitting chairs and probably a coffee table, as Miss Jaffe might prescribe.

i. Window treatment to be the same in all cases.

Note: Miss Jaffe is considering getting rid of both Venetian blinds and drapes and turning to vertical blinds.

3. DDI Office: Miss Jaffe had a brief conference with Mr. Cline. All of the furniture is subject to replacement. Furniture in the immediate reception area outside Mr. Cline's own office and the DDI Conference Room to be replaced. Furniture of other secretaries and professionals to conform.

4. Foyer to the USIB Conference Room: Miss Jaffe has proposed coat racks on either side of that room which should also be used in the neighboring entryway from the DDI Conference Room, which now houses two coat racks used for overflow at Board meetings. Miss Jaffe has proposed a bench in the foyer. She will design this bench which should have a back. She is also considering changing the location of the receptionist's desk. This involves a change of the telephone outlet. I do not know how much of a problem this is.

5. Offices of the DDS&T and Paul Chretien: These offices require specific design.

6. Offices of Mr. Becker and Mr. Clarke: These offices for the most part do not require specific design but rather the selection of appropriate furniture from the approved schedule for the Agency.

7. Miss Jaffe should be advised of exact spaces of all of the above to permit her to use her building chart for planning purposes.

Chairman
Fine Arts Commission

cc:

FAC
Chairman FAC